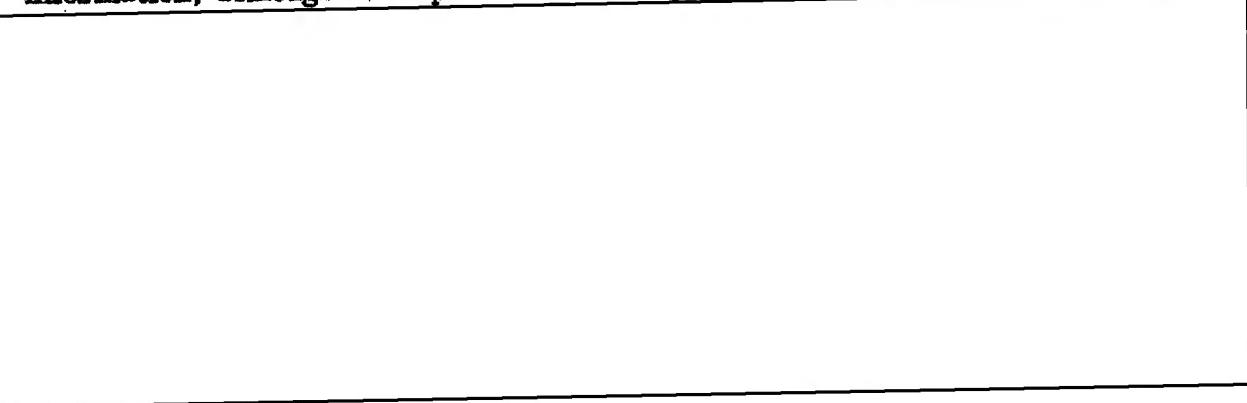C-O-N-F-I-D-E-N-T-I-A-L

27 November 1964

MEMORANDUM FOR: Assistant Director, CR

SUBJECT: COSATI Meeting, 20 November 1964

1. The Chairman introduced Sidney Passman, who will observe for ACDA, and Dr. Erwin Lachman, who will observe for AID. (I have already been dealing closely with Lachman, who is Chairman of the FAR Subcommittee on Documentation; I discussed with Passman the Library of Congress bibliographic activity on arms control and disarmament.) Mr. Eugene Kennedy, assistant to Bill Baatz, attended the meeting and made some of the most constructive comments on the COSATI Master Subject List and on the use of SIE project information by the Clearing House. The Chairman pointed out the responsibility of all who attend COSATI meetings ' to pass the word around' in their own agencies.

2. General Ely stated that the secretary has distributed budget data to those agencies that contributed to the compilation. This information is not for general information, although some portions of it may be filtered for forwarding to FCST.

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3. There have been suggestions that a single set of budget figures should be used for formal presentations in overall agency budgets and for less formal compilations in the narrower area of information handling. Henry Dubester warned that

an arbitrary discontinuance of one of these sets of figures might lead to considerable inconvenience and misinformation since the budget categories are not directly interchangeable. This subject is bound to crop up from time to time and members of COSATI at least are aware of the desirability to make their estimate categories as compatible as possible.

4. In his oral presentation to FCST earlier this month, General Ely specifically identified the budget decisions that must be made on the National Standard Reference Data System and the Clearinghouse for Federal Scientific and Technical Information. The Office of Science and Technology will endorse specific budget items for these activities, probably in terms of cost sharing among the principal using agencies.

5. General Ely reported that the Task Group on National System for Handling S & T Information has held several long meetings and is still wrestling with the definition of the problem. Foster Mohrhardt noted that no librarian was on this Committee and considered this a "tragic omission." The Chairman tried to mollify him by pointing out that eventually numerous sub-committees would have to be established and these would lean heavily on the expertise of librarians.

6. The report on International Data Exchange Agreements is now in draft and will soon be ready for forwarding to OST.

7. Walter Carlson reported on releasability of non-classified reports held by DDC. Defense and Commerce have recently examined the restricted citations in three issues of the Technical Abstract Bulletin. They then approached the issuing firms or agencies, who promptly removed two thirds of the limitations and apologized for the "oversight" and "clerical errors" that had limited them in the first place. However, a more recent tally shows a new increase. Out of 1641 documents 291 are classified, 770 are unclassified but limited, and 600 can be distributed freely. In the course of this investigation it has been proposed that all non-security limitations be removed automatically at the end of three years. Dr. Carlson reported that no objection had been raised to this proposal.

8. Action Paper 2-64 and its companion piece, the COSATI Master Subject List, were discussed in great detail. This List was formerly known as the Interagency Subject Scheme and, before that, was called the Subsumption Scheme.

After some rather bitter remarks and several tentative decisions to send the Action Paper back to the Operating Committee, the Paper and the List were finally approved. The foreword of the November draft (not seen by JGC) was modified by dropping two sentences which suggested that expansion of the List to the third or indexing level "should" be geared to the two levels intended for announcement and distribution. The critical issue was the degree of choice left to the approving agencies to use or not use the categories in the COSATI Master Subject List for additional purposes including storage and retrieval.

9. Further work on the COSATI Master Subject List will include the expansion of some Scope Notes at level 2; the preparation of a word index (to be done by the Clearinghouse); preparation of rules for developing a thesaurus; drawing up a plan for continuous review and up-dating; and a monitoring of the degree of compliance with the List. When it was proposed that Dr. Hornig issue a directive promulgating this List, Jay Kelley said that OST has never adopted a directive procedure, but that the Director can and probably will use a letter to each agency head to urge adoption and use of the List.

10. The Clearinghouse is stepping more actively into the announcing of research in progress. Much of this information will come from SIE. The only agency that provides full project information to SIE at the present time is FAA. FAA felt very strongly, and was backed up by COSATI, that information on project funding, the identifying of principal investigators, and the one-page project summaries should not be distributed by the Clearinghouse without specific permission by the sponsoring agency.

11. Jay Kelley reported that, at a recent meeting of librarians at Rutgers, he heard many favorable comments on the descriptive cataloging standards. It was even cited as "one of the best things that has come out of Government."

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13. The secretary distributed a few copies of the Elliott Committee Report (Study Number IV: Documentation and Dissemination of Research and Development Results. Report of the Select Committee on Government Research of the House of

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Representatives, 88th Congress, Second Session, 20 November 1964.) This report suggests a more active role for COSATI.

14. The next meeting is scheduled for 16 December.

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Chief Reference Librarian
CIA Library

Attachment:
Elliott Committee Report